

The following position is available:

Claims Clerk

Summary:

Under supervision of the Chief Deputy Auditor, the Claims Clerk processes and issues checks for payment of claims for all County offices.

Responsibilities of position:

- Checks/proofs all claims for accuracy and necessary information, signatures, and invoice copies: ensures all codes coincide with claim; verifies vendor information.
- Sorts, enters, and processes claims: compiles and types legal notices: separates copies of checks and affixes Auditor's signature stamp; prepares check and remittance copy for mailing.
- Works with bank in handling stop payment process; maintains records.
- Marks cards for 1099 vendors.
- Calculates and reports information reports and records as required by law: responsible for providing the State Board of Accounts with any requested information regarding claims.
- Performs various duties in office as assigned to process workload; assists coworkers.
- Maintains files and filing system.
- Performs other related essential duties as required.

Knowledge, skills, and abilities required:

- Demonstrated ability to maintain confidentiality.
- Ability to make administrative/procedural decisions and judgments.
- Skill in organizing resources and establishing priorities.
- Ability to communicate effectively, both orally and in writing.
- Skill in the use of computers, data entry skills and related software applications required.
- Ability to comprehend and correctly use a variety of informational documents including claims, computer printouts, and other reports and records.
- Ability to prepare checks, reports, legal notices, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to handle conflicting priorities and to meet challenging deadlines.
- Ability to manage stressful situations.
- Willingness and flexibility to help other divisions of the Auditor's Office when necessary.

Worksite: Vigo County Auditor's Office

Date of Posting: 02/24/10